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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Branch **DATE:** 6 August 1948
FROM : Chief, Property Control Division
SUBJECT: Suggested Changes to Proposed Administrative Instruction No. 40-5

It is suggested the following corrections be made to the draft of the proposed Administrative Instruction No. 40-5 attached hereto:

a. Requisitions for expendable ^{and non-expendable (signed) EAG} supplies to be furnished responsible individuals outside the Washington area should be forwarded to the Supply Division.

b. Requests for Maintenance and Repair Service and Space Allocation should be approved by both the accountable and designated officers.

25X1A6a c. Delivery Ticket, Form No. 36-10, which is to be signed in seven (7) copies, as indicated under the column "Signature Receipt Form" applies only to supplies and equipment received at the Receiving Unit, [REDACTED] However the requesting individual who ultimately receives such property signs 5 copies of Delivery Ticket, Form No. 36-10.

25X1A9a
[REDACTED]

~~Document No. 11
NO CHANGE in Class. ☒
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Class. CHANGED TO: TS S O
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